

GOVERNOR'S OFFICE of CRIME CONTROL & PREVENTION

## **Bullet Proof Vest Partnership Program Grant (BPVP)**

### **Notice of Funding Available (NOFA) Application Guidance Kit**



**Submission to BPVP Website Deadline: May 20, 2013**

**Online Submission Deadline: June 4, 2013, 3:00pm**

**Hardcopy Submission Deadline: June 6, 2013, 3:00pm**

Governor's Office of Crime Control & Prevention  
300 East Joppa Road, Suite 1105  
Baltimore, MD 21286-3016  
(410) 821-2828  
[www.goccp.maryland.gov](http://www.goccp.maryland.gov)

Martin O'Malley, Governor  
Anthony G. Brown, Lt. Governor  
Tammy Brown, GOCCP Executive Director

#### **ELIGIBILITY**

To be considered eligible for the Bullet Proof Vest Partnership Program Grant (BPVP) Program, applicants must be a "State Agency", meaning state troopers, state detention centers/prisons and state fire marshals. Non-state agencies are encouraged to apply directly to the Office of Justice Programs. Please see page 1 for details.

---

#### **IMPORTANT NOTE**

Applicants are required to apply for grant funding through the GOCCP online application process located on the GOCCP website [www.goccp.maryland.gov](http://www.goccp.maryland.gov). From the GOCCP home page, find the section entitled "Notices of Funding Availability" and click on Bullet Proof Vest Partnership Program Grant (BPVP) heading. From there, you will be able to access instructions regarding the GOCCP grant application process (see Section XIV).

**All application documents must be submitted to GOCCP no later than 3:00 PM on June 6, 2013.**

## Getting Started

Thank you for applying for the **Bullet Proof Vest Partnership Program Grant (BPVP)** from the Governor's Office of Crime Control & Prevention (GOCCP). We are seeking sub-recipients that fit the BPVP Program Strategy and the core values and priority areas of GOCCP. We are looking for applications that effectively address programs through our core values of resources, best practices, and collaboration.

I hope our office becomes a valuable resource for your organization as we strive to deliver our services in a customer friendly fashion. If you need application assistance, contact Linda Brookes at 410-821-2870 or [Lbrookes@goccp.state.md.us](mailto:Lbrookes@goccp.state.md.us).

GOCCP's success is measured by our sub-recipient's success. It is critical that we hear from you, our customers. To share your ideas of how GOCCP can serve you better, email us at [info@goccp.state.md.us](mailto:info@goccp.state.md.us).

Sincerely,



Tammy Brown  
Executive Director  
Governor's Office of Crime Control & Prevention

**Governor's Office of Crime Control & Prevention Mission:**

GOCCP exists to educate, connect, and empower Maryland citizens and public safety entities through innovative funding and results-oriented customer service that seeks, supports, and promotes best practices for the safety of Maryland's communities.

## **I. BODY ARMOR SAFETY BACKGROUND**

In response to concerns from the law enforcement community, the Department of Justice (DOJ) announced in 2003 an initiative to address the reliability of body armor used by law enforcement personnel and to examine the future of bullet-resistant technology and testing. As part of this initiative, the National Institute of Justice (NIJ) was examining Zylon®-based bullet-resistant vests (both new and used) and reviewing the existing process by which bullet-resistant vests are certified. It was concluded in a 2004 report to the Attorney General that ballistic-resistant material, including Zylon®, can degrade due to environmental factors thus reducing the safety margin the manufacturers build into their armor. It was also noted that upgrade kits tested did not appear to bring used armor up to the level of performance of new armor. However, used armor with upgrade kits performed better than used armor alone.

**Applicants may not purchase any ballistic or stab resistant vests that contain Zylon®. All vests must be NIJ approved.**

## **II. Bullet Proof Vest partnership Grant Program Reauthorization Act of 2012**

### **SUMMARY:**

Under the Bullet Proof Vest Partnership Program Grant, the Department of Justice makes funding available to state and local law enforcement and tribal law enforcement agencies to purchase bulletproof vests. S. 2554 has authorized the appropriation of \$15 million for both 2013 and 2014 and \$30 million for 2015 through 2017 for the program.

## **III. BODY ARMOR PURPOSE**

The purpose of the BPVP Grants Acts of 1998 and 2000 (Public Laws 105-181 and 106 -517) is to protect the lives of law enforcement officers by helping units of state entities equip their law enforcement officers with Protective Body Armor or Stab Resistant Vests.

## **IV. ELIGIBILITY**

To be considered eligible for the Bullet Proof Vest Partnership Program Grant (BPVP) Program, applicants must be a "State Agency", meaning state troopers, state detention centers/prisons and state fire marshals.

In order to receive BPVP funds from GOCCP, eligible applicants must submit an application directly to OJP before submitting to GOCCP. OJP is accepting applications until May 20, 2013. Eligible applicants must apply online by going to the OJP website <http://www.ojp.usdoj.gov/bvpbasi/>. Non-state agencies are encouraged to apply directly to the OJP at the same website address.

## **V. PROTECTIVE BODY ARMOR**

Protective body armor means a vest or similar article that is designed to be worn to protect against blunt force trauma associated with the impact of a firearm projectile and that is manufactured of bullet resistant fabric that conforms to National Institute of Justice (NIJ) Standard 0101.03 (or the current edition) and V-50 ballistic testing requirements.

Stab resistant armor should provide protection against injury from penetration by knives or sharp-pointed edged weapons while ensuring that the movement of the officer is not unduly restricted.

## VI. MANDATORY WEAR POLICE

Following two year of declining law enforcement officer line-of-duty deaths, the country realized a 37% increase in officer deaths in 2010. Fifty-nine of the 160 officers killed in 2010 were shot during violent encounters; a 20% increase over 2009 numbers. DOJ is committed to improving officer safety and has undertaken research to review and analyze encounter and law enforcement officer deaths and injuries.

Beginning in FY 2011, in order to receive BPVP funds, jurisdictions must certify, during the application process, that all law enforcement agencies benefitting from the BPVP Program have a written "Mandatory Wear" policy in effect. The policy must be in place for all uniformed officers before any FY 2013 funding can be used by the agency.

There are no requirements regarding the nature of the policy other than it being a mandatory wear policy for all uniformed officers while on duty. BJA strongly encourages agencies to consult the International Association of Chiefs of Police's Model Policy on Body Armor and to strongly consider all recommendations within the policy. This policy change was announced in October 2010, by Attorney General Holder after consulting with and receiving input from the law enforcement community. To obtain a copy of the Model Policy, please contact Linda Brookes at 410-821-2846 or [Lbrookes@goccp.state.md.us](mailto:Lbrookes@goccp.state.md.us)

## VII. ALLOCATION OF FUNDS

The BPVP program pays up to 50 % of the total cost of each vest order. Total cost includes the cost of the vests, vest carriers, attachments, inserts, and covers considered integral or essential for its proper care, use, and wear ability, shipping, handling, fitting charges, and applicable taxes. The total invoiced price, after all vendor and prompt payment discounts have been deducted, is what the Bureau of Justice Assistance (BJA) uses to determine the Federal match. This program only allows the purchase of body armor that has been tested and found to comply with applicable ballistic and stab standards promulgated by the National Institute of Justice's (NIJ) Standard 0101.06 Ballistic Resistance of Police Body Armor. In FY 2001, stab-resistant body armor was also included in the program as an allowable purchase.

## VIII. BPVP MATCHING FUNDS

**Cash Match** (hard) includes cash spent for project-related costs. Allowable cash match must include those costs, which are allowable with state funds. A 50% cash match is required with the BPVP award. For example, if you are requesting \$500. you must provide a match of \$500. (non-federal funds). Your total purchase for vests would be \$1,000. **Indicate how the cash match will be provided by your agency in your narrative.**

Refer to the Grant Match Calculator on the Grantee's Toolbar section of the website to assist with calculating match at [www.goccp.maryland.gov/grants/grantee-toolbox.php](http://www.goccp.maryland.gov/grants/grantee-toolbox.php)

## IX. LENGTH OF GRANT TERM

All federal and matching funds must be encumbered within the period of the award. BPVP funds are for a one-year period that starts 10/01/2013 and ends 09/30/2014. Unspent funds will revert to the Governor's Office of Crime Control & Prevention. Allocations of BPVP 2013 Federal funds are pending the awarding of funds from OJP.

*Please note* that FY 2013 BPVP funds may be used toward the purchase of vests ordered on or after April 1, 2013. Each vest purchased with FY 2013 funds must meet National Institute of Justice (NIJ) standards on the date it was ordered. If the award is backdated, additional reporting will be required.

## X. IMPORTANT DATES

DATES	ACTIONS	LOCATION
June 4, 2013 No later than 3:00pm	Electronic applications due at GOCCP	
June 6, 2013 No later than 3:00pm	Original and two hard copies due at GOCCP	GOCCP - 300 East Joppa Rd Suite 1105, Baltimore, MD 21286
June 9, 2013	Applications given to Review Team for scoring	
June 16, 2013 9:00am to 11:00am	Grant Review Team Meeting	GOCCP - 300 East Joppa Rd Suite 1105, Baltimore, MD 21286
June 28, 2013	Grant Awards or Letters of Intent	Mailed to Sub-recipients
July 1, 2013	Grant Begins	

## XI. WHAT AN APPLICATION MUST INCLUDE

### A. PROJECT TITLE

The project title should be brief and precise. For example: "New/Replacement Body Armor" or "Replacement Body Armor."

### B. PROJECT SUMMARY

The project summary provides a concise summary of your proposal in 100 words or less. GOCCP would like to make writing the project summary as simple and consistent as possible. **Use the following template for your project summary:**

The \_\_\_\_ (Implementing Agency's) \_\_\_\_ (Project Title) <sup>1</sup>\_\_\_\_ program provides increased safety for the agency's deputies. Manufacturer's specifications require that body armor need to be replaced every five years in order to ensure the wearer's safety. <sup>2</sup>.Program funds provide \_\_replacement vests and \_\_ new vests for recruits. <sup>4</sup>

**You will need to make the following additions/changes to the above template:**

1. The beginning of the first sentence contains your Agency name and the Grant's Project Title, example: New and Replacement Vests.
2. In the second sentence, you will need to state the number of replacement or new vests being requested in the application.

### C. PROGRAM NARRATIVE

In a four-section, outline-styled format, provide the following information (retain all numbering and headers below):

#### 1. Understanding the Problem

- a. Describe the extent and nature of the problem
- b. Provide a description of the target population

c. Provide statistical data that documents the problem

## **2. Goals, Objectives, & Performance Measures**

Each application must include clearly defined goals, objectives, and performance measures.

- ✓ **Goals** - Provide a broad statement that conveys, in general terms, the program's intent to change, reduce, or eliminate the problem described. Goals identify the program's intended short and long-term results for the anticipated funding year.
- ✓ **Objectives** - Explain how the program will accomplish the goals. Objectives are specific, quantifiable statements of the program's desired results, and should include the target level of achievement, thereby further defining goals and providing the means to measure program performance.
- ✓ **Performance Measures** –GOCCP will provide the Performance Measures to all BPVP awards.

## **3. Strategy, Timeline and Spending Plan**

Detail the timeline for the implementation of each budget line item (i.e. one body armor for a new recruit will be purchased in the first quarter. The other three replacement vests will be purchased in the third quarter).

## **4. Demonstrated Need for Funding**

This section outlines the required information for a complete narrative. Include any existing relationships with neighboring jurisdictions that will assist in successful implementation/utilization. This section is very important. Please follow the following format:

### **a. Number of Violent Crime Incidents**

The number of violent crime incidents committed within the jurisdiction of the local law enforcement agency for the last two years.

### **b. Current Sworn Officers**

List the current number of sworn officers.

### **c. Current Sworn Officers without Body Armor**

The current number of sworn officers not issued protective body armor.

### **d. Body Armor History**

The number and age of protective body armor units currently in use by the local law enforcement agency.

### **e. Body Armor Request**

The number of protective body armor units requested for:

- \* Officers not currently assigned protective body armor; and
- \* Officers assigned protective body armor in need of replacement due to age or wear.

### **f. Body Armor Anticipation for Two Years**

Applications should reflect the number of vests your agency anticipates to replace within the next two years, and vests for officers your agency anticipates hiring in the next two years. New hires can be anticipated based on the average number of officers hired over the most recent three years.

## **XI. DUNS/CCR Registration**

Provide your DUNS number and CCR expiration date.

## **XII. Budget**

Provide a justification for each line item that supports the project's goals. Budgets must be clear and precise. Please check all calculations for accuracy. NOTE: GMS must clearly identify 50% grant funds and 50% cash match (via the "Funding Source" column). **Round to the nearest dollar, do not add cents.** It is allowable to pay for ½ a vest with grant funds and the other ½ with a match: ex: 6.5 vests/grant funds & 6.5 vests/cash match= 13 vests.

## **XIII. GRANT REVIEW CRITERIA**

GOCCP staff will be evaluating the applications submitted and determining the availability of funds for each local strategy proposed. GOCCP staff may conduct program site visits to view the implementation of the program and document compliance with all applicable funding regulations.

### **A. Grant Review Criteria**

The scoring will be as follows:

1. Statement of Problem - 20 points
2. Goals, Objectives and Performance Measures - 20 points
3. Budget - error free with justification – 10 points
4. Program Narrative format followed as instructed in NOFA - 20 points
5. Demonstrated need for purchase of vests – 20 points
6. Indicate cash match – 10 points

**Total: 100 points**

### **B. Rating Scale**

0-50 points = Non-Responsive (will not be considered for funding)

51-60 points = Poor (will not be considered for funding)

61-70 points = Fair

71-80 points = Good

81-90 points = Very Good

91-100 point = Excellent

### **C. Final Awards**

Funding will not be available to applications scoring less than 61 points. For applications scoring 62-70 points, technical assistance will be available to assist the agencies and determine if a final award is possible. Final awards will be determined and communicated to applicants by the end of June 2013.

## **XIV. APPLICATION PROCESS**

Applicants are required to apply for grant funding via the GOCCP online Grants Management System (GMS, [www.goccp.maryland.gov/gms](http://www.goccp.maryland.gov/gms)). There are instructional videos and a downloadable GMS instruction manual available online as well at <http://www.goccp.maryland.gov/gms-training>.

In addition to the instruction manual, the GMS contains numerous, interactive help buttons. Throughout the system, clicking on a blue question mark button will open an information pop-up box. If you require technical assistance with accessing the online application software, contact the GOCCP IT Department at 410-821-2828.

**In order to use the GOCCP application software, you must have a USER Account.**

- All users must be associated with an Organization in the GMS.
- Organizations that are required to pass grant applications through their Executive Office, Mayor's Office, or Board of Commissioners, etc. may not be the Applicant Agency.

Login credentials may be reset via the GMS login page '[Forgot Password?](#)' link. To set up login credentials, users, or organizations, send an email request to [GMSsupport@goccp.state.md.us](mailto:GMSsupport@goccp.state.md.us)

Once you have logged into the GMS, you will see a list of available solicitations on the Home tab. To apply for BPVP funding, click the apply button in the 'Available Funding' dashboard.

**In addition to the online submission, you must submit one (1) hard copy original generated by the GMS and (2) copies** (bearing original signatures in blue ink for the certifications and anti-lobbying documents). If you need assistance with application requirements, contact Linda Brookes @ 410-821-2870 or send an email request to [Lbrookes@goccp.state.md.us](mailto:Lbrookes@goccp.state.md.us).

**Your application's project dates (start and end) should be the first and last day of the month.**

#### **XV. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS**

GOCCP will distribute funds to recipients on quarterly reimbursement of expenditures basis in conjunction with the timely submission of corresponding quarterly Fiscal and Programmatic Reports. Reports must be submitted via both signed hardcopy and the GOCCP online GMS.

All programmatic reports are due within 15 days of the end of each quarter; financial reports are due within 30 days of the end of each quarter. Extensions will not be granted.

**Electronic Funds Transfer (EFT)** – The EFT is a direct deposit process that allows the State of Maryland to pay vendors/sub-recipients in a more timely manner. This process also removes the need for paper checks, which take longer to process. GOCCP *strongly encourages* the use of the EFT. To obtain the appropriate form, the address to submit the form, and a general overview, including FAQ's, refer to the following website: [http://compnet.comp.state.md.us/General\\_Accounting\\_Division/Vendors/Electronic\\_Funds\\_Transfer/](http://compnet.comp.state.md.us/General_Accounting_Division/Vendors/Electronic_Funds_Transfer/)

#### **XVI. Property Inventory Report (PIR) Requirements:**

The Property Inventory Report should be submitted with quarterly reports if vest(s) are purchased during that reporting period. Sub-recipients should not wait until they submit their final report to submit this form. Always one vest per line item.

Below is an example of the form and a description of data needed to make the form compliant:

Description of Property	Name of Vendor Purchase Order #	Serial #	Internal Inventory #	Date Purchased	Unit cost	Qty	% FF	Condition	Location
PBV-ABA-XT3002 Level –II NIJ	The Body Armor Man	12345678	N/A	10/10/2011	\$525.00	1	50	New	Officer Goodman



- **Description of Property** - Type of vest purchased
- **Name of Vendor** - Company where vest was purchased
- **Name of Manufacture** - Company that made the vest
- **Serial #** - All vests have a serial number, this must be completed or the PIR will be returned to sub-recipient for completion
- **Internal Inventory #** - Some agencies assign the vest with an in-house serial number. This column does not have to be completed
- **Date Purchased** - The date of purchased with the vendor
- **Unit cost** - Total cost of each vest
- **Quantity** - Only one vest per line item is allowable so this should always reflect "1"
- **% FF** - Percent of federal funds used to purchase vest should always be 50%
- **Condition** - Will be new
- **Location** - Provide the name of the officer who will be assigned to the vest

## **XVII. APPLICATION WORKSHEET**

Notice to All Applicants:

The information collected on the grant application form is collected for the purposes of the Governor's Office of Crime Control & Prevention's (GOCCP) function under Executive Order 01.01.2005.36. Failure to provide all of this information may result in the denial of your application for funding. GOCCP is a government entity; upon submission, this application is considered public information. GOCCP does not sell collected grant information. Under the Maryland Public Information Act (PIA) (MD State Government Code Ann. 10-617 (h)(5)), you may request in writing to review grant award documentation. Please send those requests to GOCCP, 300 E. Joppa Rd., Suite 1105, Baltimore, MD 21286-3016

### **GENERAL INSTRUCTIONS:**

Applicant is required to submit proposals via the GOCCP online GMS ([www.goccp.maryland.gov/gms](http://www.goccp.maryland.gov/gms)). Additionally, one (1) original hardcopy must be sent to the address on the front of this NOFA. The hardcopy application must be generated by the online software; both the Certifications and Anti-Lobbying documents must be signed (in blue ink) by the Applicant Agency's Authorized Official. This document can be downloaded from our website: [www.goccp.maryland.gov](http://www.goccp.maryland.gov)

### **A. Face Sheet Tab Instructions**

#### **PROJECT TITLE**

The project title should be brief, precise, and reflect what is being funded.

#### **APPLICANT AGENCY**

The unit of local government (county, city, town, or township) or State agency that is eligible to apply for grant funding (See NOFA for Eligible Applicants). Full details about the Applicant Agency (Federal ID, DUNS, etc.) may be viewed by clicking the corresponding underlined organization field. If any information needs to be revised, contact [changes@goccp.state.md.us](mailto:changes@goccp.state.md.us).

**AUTHORIZED OFFICIAL**

You may view the contact information for either agency's Authorized Official by clicking their underlined name. A popup box will appear after clicking their name. Procedures for revising an agency's authorized official can be obtained by contacting [changes@goccp.state.md.us](mailto:changes@goccp.state.md.us).

**IMPLEMENTING AGENCY/ORGANIZATION**

The name of the entity that is responsible for the actual operation of the project. Full details about the Implementing Agency (Federal ID, DUNS, etc) may be viewed by clicking the corresponding underlined organization field. Contact [changes@goccp.state.md.us](mailto:changes@goccp.state.md.us) to make any revisions.

**'Is service site?' CHECKBOX**

Clicking these checkboxes automatically adds the Applicant and/or Implementing Organization to the Service Site tab.

**PROPOSED START/END DATES**

**The start and end dates are determined by the parameters of the NOFA** and are filled in automatically. Projects may not exceed 12 months or commence before the NOFA defined start date. End dates may be revised to shorten but not extend, the award period. The start date is 7/1/2013 with an end date of 6/30/2014

**PREPARER INFORMATION**

Enter the name of the person completing the application, his/her phone number and email address.

**B. Officers Tab Instructions**

To add a new officer or contact to the GMS, contact [changes@goccp.state.md.us](mailto:changes@goccp.state.md.us).

**PROJECT DIRECTOR**

Select the person who will be responsible for oversight and administration of the project on behalf of the applicant. Selections are limited to implementing/applicant agency personnel in the GMS.

**FISCAL OFFICER**

Select the person who will be responsible for financial reporting and record keeping for the project. You may select any contact currently in the GMS. Use the search windows to search by last name, organization, or job title.

**CIVIL RIGHTS CONTACT**

Select the agency's point of contact for handling internal civil rights violation complaints (usually a Human Resources or Personnel Manager). You may select any contact currently in the GMS. Use the search windows to search by last name, organization, or job title. If the person you need to select is not in the system go to [www.goccp.maryland.gov/grants/access-to-gms.php](http://www.goccp.maryland.gov/grants/access-to-gms.php), obtain the information listed under # 4 and forward it to [changes@goccp.state.md.us](mailto:changes@goccp.state.md.us) requesting they be added to the system.

**C. Service Sites Tab Instructions**

If the service site is either the applicant agency and/or the implementing agency, select the associated "Is service site?" check box(es) on the application Face Sheet.

Otherwise, provide the site name and full address, **for the location(s) the project is taking place/serving**. If there is more than one location, please enter complete information for each site (up to five).

Location One

Site Name: **Anytown Police Department**  
Address: **123 Main Street**  
**Some City, MD 21000-0570**

Location Two

Site Name: **Anytown Sheriff's Office**  
Address: **795 Main Street**  
**Some Other City, MD 21030-1014**

#### **D. Summary Tab Instructions**

The Project Summary should provide a concise summary of your proposal and be limited to 100 words or less. Because the \_\_\_\_\_ program is funding a very specific service (\_\_\_\_\_), GOCCP would like to make writing the project summary as simple and consistent as possible. Use the template provided on page \_\_\_\_ of this Notice of Funding Availability (NOFA) for your project summary.

#### **E. Narrative Tab Instructions**

The contents for the narrative are explained on pages 2 - 3 of this NOFA. Narrative must be in a four-section, outline-styled format (**retaining all numbering, lettering, and headers**). Incomplete narratives may be returned for revision.

#### **F. Budget Tab Instructions**

You must complete a detailed budget for your proposed project. Each budget line item must include a justification entry. All 'Total Budget' fields will be rounded down by the GMS. There is a 50% match requirement for this program.

Refer to the GMS training videos for further instructions  
<http://www.goccp.maryland.gov/gms-training>.

#### **EQUIPMENT**

Equipment is defined as having a useful life in excess of one year and a procurement cost of \$100 or more per unit or \$50 or more per unit for computer and sensitive items. Costs may include taxes, delivery, installation and similarly related charges. The procurement process used must be consistent with your written procurement guidelines. If such guidelines do not exist, refer to the State of Maryland guidelines by accessing General Condition # 17 on the GOCCP Website under the Grantees Area.

Maintaining internal inventory records for equipment procured under this funding source is mandatory. For post award inventory requirements, access General Condition #18 on the GOCCP Website. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

#### **G. Print Tab Instructions**

The Print tab allows users to generate a PDF version of their application for review and/or submission. Application hardcopies generated while in Application Status 'Pending' have 'pending submission' printed at the top of the application pages.

The Application Status must read 'Awaiting Hard Copy' before generating a final pdf. The final pdf version is printed (and if requested, photocopied) by the applicant, signed, and sent or delivered to GOCCP before the hardcopy deadline.

## H. Application Status dropdown instructions

Home	Grant Management	Address Book	Admin	Logout			
Grant Management > Application Search							
App. Number:	Grant Number:	Req. Funds:	Match Funds:	Match %:	Project Dates:	Title:	Application Status:
[Unassigned]		\$1,053.00	\$0.00	0.00 %	03/01/2013 - 03/31/2013	Financial Investigations Prac...	--> Submit Application
Grant Application Menu	PRINT REPORT						Pending
							--> Cancel Application
						--> Submit Application	

After completing and reviewing all sections of the application, use the 'Application Status' dropdown to submit your application electronically. Selecting 'Submit Application' from the dropdown performs a final validation check. If the validation check is successful, the application's status changes to 'Awaiting Hard Copy'.

Your Application must be placed in 'Awaiting Hard Copy' status for it to be considered for funding. After GOCCP has received your signed hardcopy(ies), the status will appear as 'Hardcopy Received'.

## I. Signature Pages

The Certified Assurances and Federal Anti-Lobbying Certification must be signed by the appropriate agency representative and included with the application hardcopies. **Both forms may only be signed by the Applicant Agency's Authorized Official or their duly assigned alternate signatory.** Both forms must be generated by the online application software.

In order for an alternate signatory to be valid, GOCCP must receive a signed, written notification from the applicant agency's Authorized Official (on agency letterhead) every other year stating that an alternate signatory has been designated.

## J. Documents Tab Instructions

If there are any additional required forms or other documents that you would like included with your application, use the Documents tab to attach those files. You may upload documents throughout the application process.

## K. Audit Findings / Corrective Action Plan

Applicants must submit copies of any Audit Findings and Corrective Action Plans with the application. **Do not send a copy of your audited financial statements;** ONLY the applicable audit findings and/or corrective action plan is required.

## TABLE OF CONTENTS

I.	BODY ARMOR SAFETY BACKGROUND.....	1
III.	BODY ARMOR PURPOSE .....	1
V.	PROTECTIVE BODY ARMOR.....	1
VII.	ALLOCATION OF FUNDS .....	2
VIII.	BPVP MATCHING FUNDS .....	2
IX.	LENGTH OF GRANT TERM .....	2
XI.	WHAT AN APPLICATION MUST INCLUDE.....	3
	A. PROJECT TITLE .....	3
	B. PROJECT SUMMARY.....	3
	C. PROGRAM NARRATIVE .....	3
	1. Understanding the Problem .....	3
	2. Goals, Objectives, & Performance Measures.....	4
	3. Strategy, Timeline and Spending Plan .....	4
	4. Demonstrated Need for Funding.....	4
	XII.Budget .....	5
XIII.	GRANT REVIEW CRITERIA .....	5
	A. Grant Review Criteria .....	5
	B. Rating Scale .....	5
	C. Final Awards.....	5
XIV.	APPLICATION PROCESS .....	5
XV.	DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS.....	6
XVII.	APPLICATION WORKSHEET.....	7
	A. Face Sheet Tab Instructions .....	7
	B. Officers Tab Instructions .....	8
	C. Service Sites Tab Instructions.....	8
	D. Summary Tab Instructions .....	9
	E. Narrative Tab Instructions.....	9
	F. Budget Tab Instructions.....	9
	G. Print Tab Instructions .....	9
	H. Application Status dropdown instructions .....	10
	I. Signature Pages.....	10
	J. Documents Tab Instructions .....	10
	K. Audit Findings / Corrective Action Plan.....	10